BEACON HR/PAYROLL IMPLEMENTATION PROJECT
TIME CAPTURE PROCESS

TABLE OF CONTENTS

1. INTRODUCTION

Time capture is an essential part of Earned Value; therefore the project must define an accurate and comprehensive process to capture time from the onset of the project. In order to accomplish this, a time capture process must be put into place and adhered to by the project team. The project team is required to report such data in a format that is deemed acceptable to the State reporting standards. While a long-term enterprise solution has been identified for time capture, an interim solution is required as a result of the logistical timelines in setting up the enterprise solution. This document will discuss the process for both Interim and long term time capture.

The process will offer:

1.1. Objectives

- Duration in Hours by Phase, Deliverable and Task.

2. BEACON HR/PAYROLL IMPLEMENTATION INTERIM TIME CAPTURE

This section describes the details and structure of the Interim Time Capture process.

2.1. Beacon HR/Payroll Implementation Project Manual Time Sheet

This section describes the step-by-step process of the Manual Time Sheet process.

- The PMO will distribute a time sheet to capture hours spent on tasks. This time sheet will be made available every Monday, on the (T) drive. Every project team member including State team members will access this timesheet. Please do not reuse an old timesheet, as the PMO will provide you with a new pre-dated copy each week. The path to the timesheets is as follows: SCOSC800.SBIP.LOCAL (T):\Project Office\Staffing\Time Sheets
- When a team member receives a time sheet, they should consult with their team lead to determine what deliverables (WBS#) they are to execute for the upcoming week. In some cases your team leads my have already assigned those deliverables for the week
- The header section of the time sheet requires the following information be filled out:
  - *Full Name*
  - *Organization* (Bearing Point or OSC)
  - *Team* (PMO, Functional, Change Management, Technical, etc…).
- The body of the time sheet is organized to capture approved WBS deliverables for the Project Preparation Phase and the Blue Print Phase of the Project
- During these Phases, deliverables with a WBS structure of 1.1.x and 1.2.x are available to bill time against the project. The first numerical value in the WBS is always 1. This first value is the *IMS (Internal Master Schedule)* designation. *Phase* is the second numerical value in the WBS structure. Project Preparation is the first Phase of the HR/Payroll Implementation Project. The third numerical value is the *Deliverable*

- Hours spent on each task should be captured on the time sheet. If you are working on multiple tasks, you should list time for each task separately
- Upon completion of your time sheet, please have both you and your team lead verify your hours for accuracy
- Turn in your time sheet to PMO MS Tool Specialist. For those team members who are offsite, please email your timesheet to pmo@ncosc.net
- All timesheets should be completed and returned by Noon on Monday. The PMO team will contact those team members who have not sent in time sheets for the week.

2.2. Interim Time Capture Database

This section describes the entry of time into the time capture database.

- Time Sheet data entry will begin once the first time sheet is provided
- The following data is recorded in the Time Capture Database from each timesheet that is submitted:
    - Last Name
    - First Name
    - Organization
    - Team
    - Phase
    - Category
    - WBS #
    - Contract Deliverable
    - Hours
    - Week Ending Date
    - Comments.

While most of the data is provided via the time sheet, values like Organization, Team, Phase and Category are all created from other sources to enhance the reporting capabilities of the manual time capture process.

- If hours are recorded against a non approved WBS #, that time is still captured in the database, but is not assigned to any WBS #. It is provided to the PMO in an exception report. The PMO reviews the report and determines if the tasks can be considered similar to en existing WBS # or if a new one is to be created. In either case, the time is captured and an update to the WBS structure is finalized before the monthly reporting cycle begins.

3. BEACON HR/PAYROLL IMPLEMENTATION EPM SOLUTION TIME CAPTURE

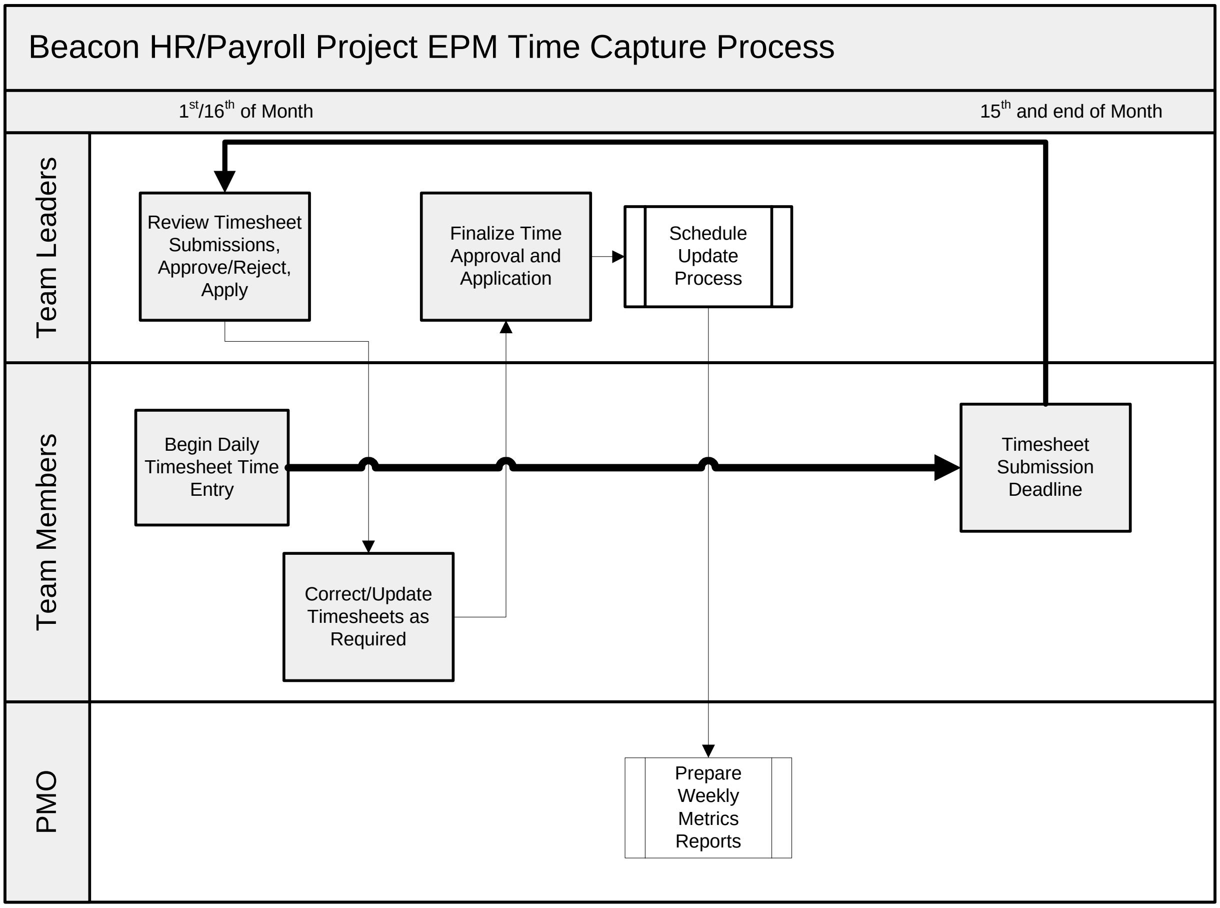
This section describes the details of the HR/Payroll Implementation Project EPM solution time capture process.

3.1. EPM Solution Time Sheet Submission Cycle

The Beacon HR/Payroll Implementation project will be following a bi-monthly timesheet submission cycle on the EPM solution. All team members will submit their time by COB on the 15th and last day of the month. If either of those dates fall on a weekend or holiday, timesheets are to be submitted by COB of the last workday prior. The PMO will establish a recurring email to remind team members of the submission date.

Team members are highly encouraged to enter their time daily in the timesheets in order to ensure accurate accounting of time and effort. Adherence to the bi-monthly submission dates is absolutely critical to the project status updating and Earned Value reporting processes.

If a team member does not see a task on their timesheet that they are actively working on, or feel they should be working on, they should immediately coordinate with their Team Lead.



Beacon HR/Payroll Project EPM Time Capture Process

3.2. EPM Solution Time Sheet

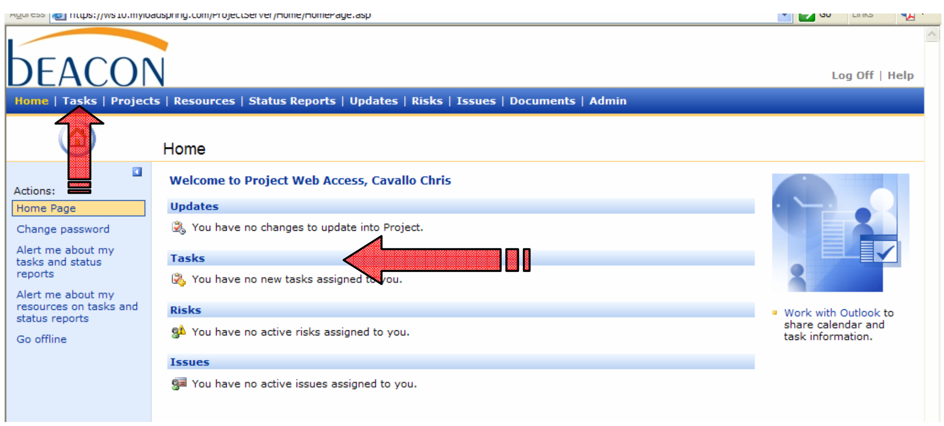
3.2.1. Login Procedure

- Login to https://camconsole.myloadspring.com/
- Enter your User Name, (your first name initial followed by your last name with no spaces in between, i.e. ccavallo.
- Enter your Password: This will be supplied to each individual via email.

3.2.2. Project Web Access

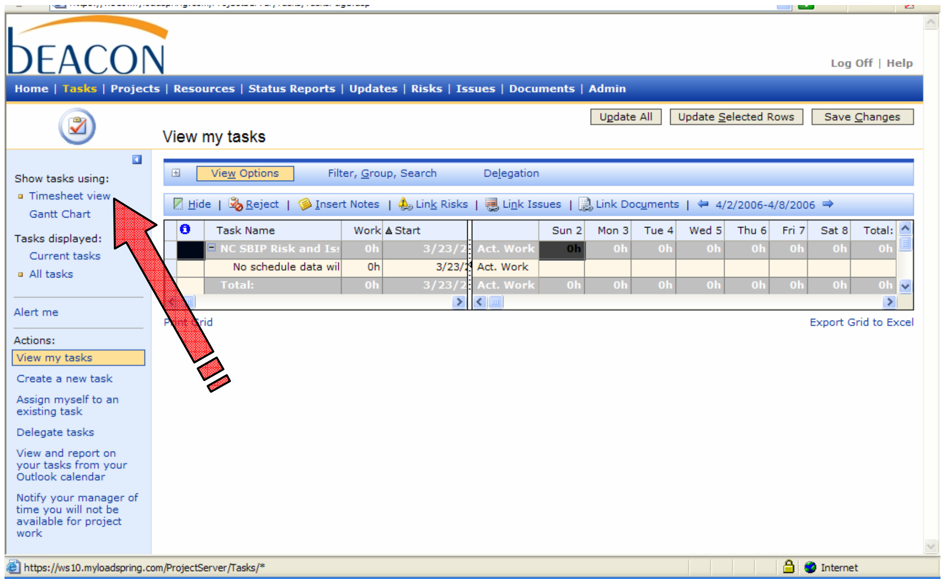
From the CAM Console main screen, select *Project Web Access* from the Application Set. This will launch a new browser window.

You are now on the *Home Page* for the BEACON EPM solution collaboration tools.



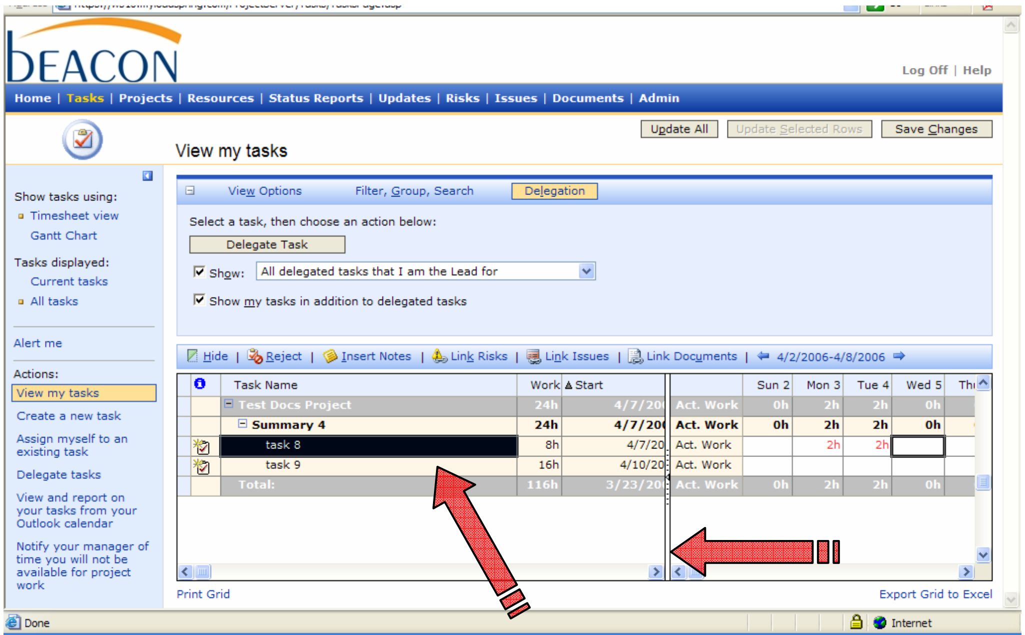
3.2.3. Time Sheet Retrieval

To access your time sheets, select *Tasks* from the main page.

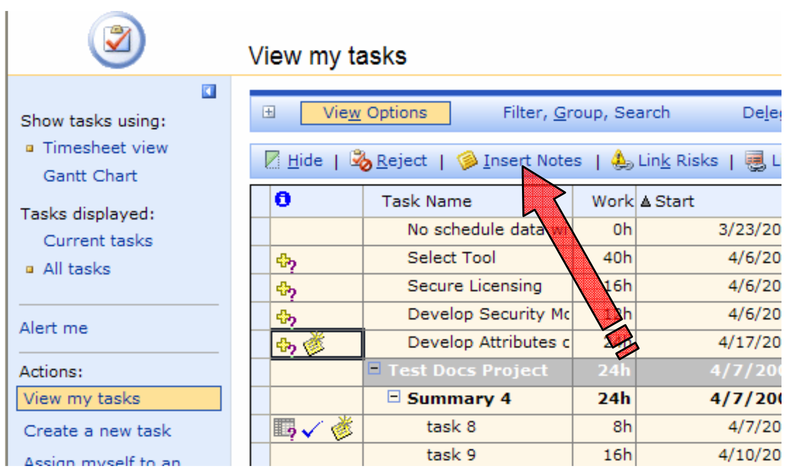


Your timesheet will display under the *View my Tasks* heading, to change the view from the default Gantt Chart, you need to select Time Sheet View.

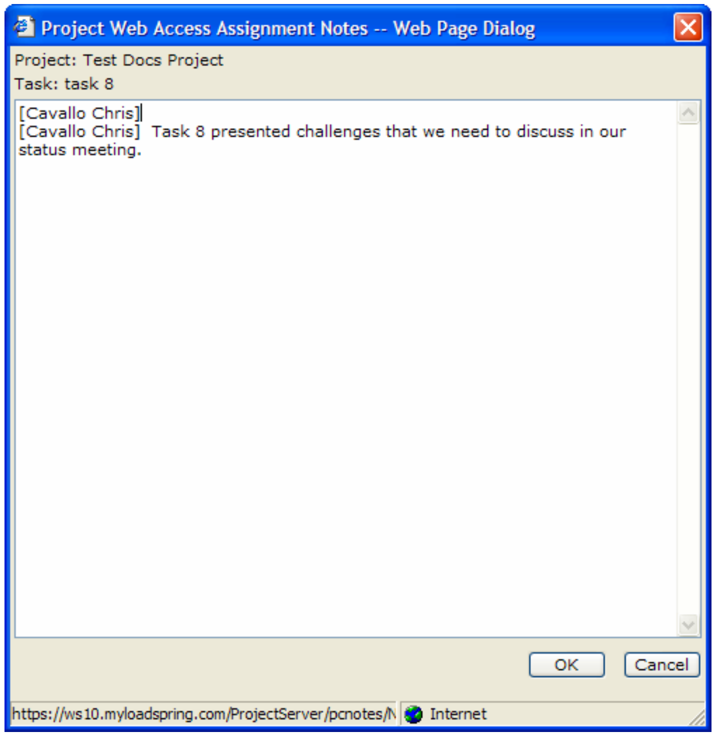
3.2.4. Time Sheet Updates



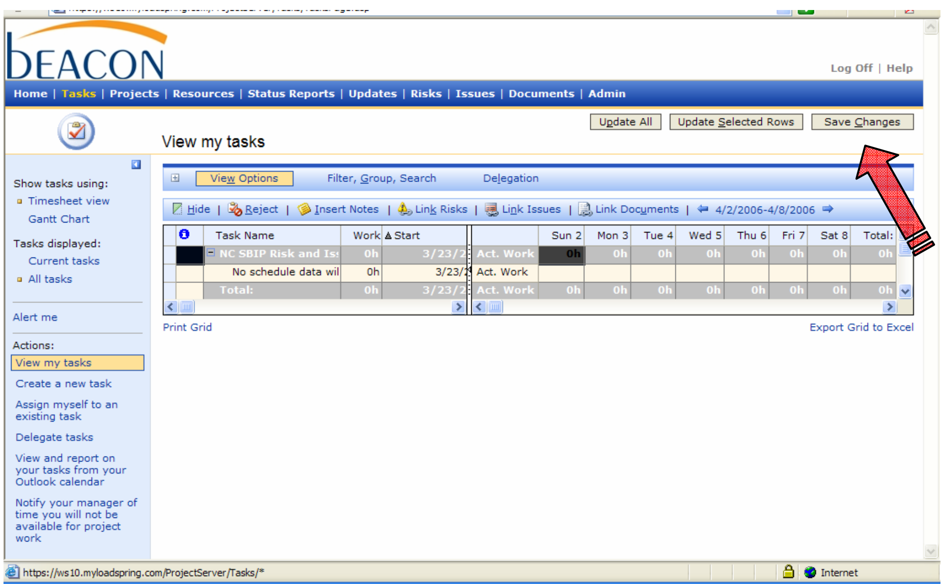
Select *View* my tasks from the left menu. Your first task should appear. By moving the split screen bar to the right or left, you can adjust the view of the task name and the calendar. The duration of each task is displayed in total hours. In this example, task 8 is to be completed in 8 hrs.



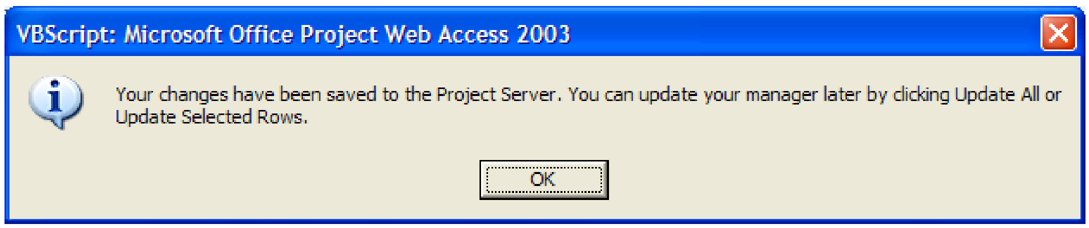
Enter the hours for each day you worked on the task. If you have details about the task, highlight the task and select *Insert Notes*.



The notes box provides you with ample space to document information about that task. Click OK before closing this window to save your note.

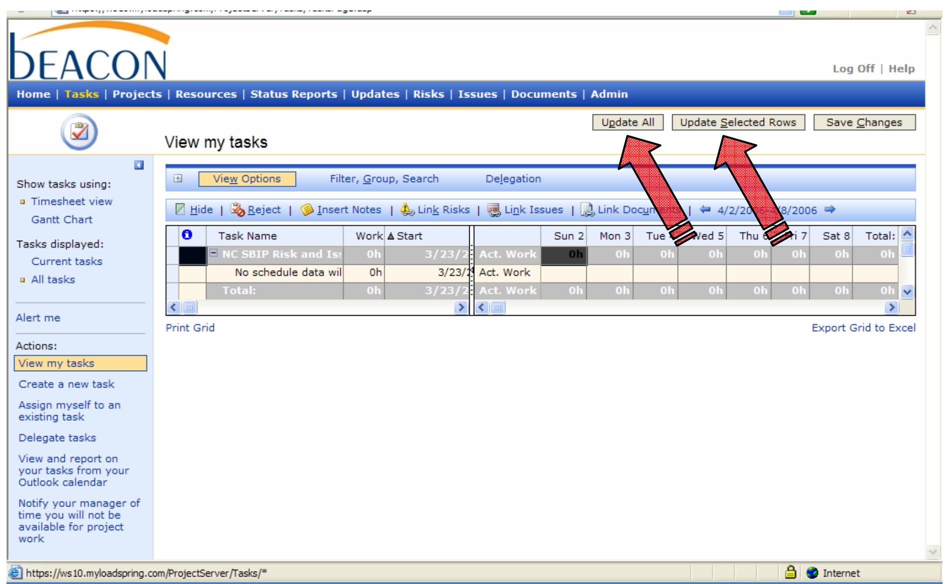


When you are done updating your *daily* time, click the Save Changes button in the top right side of the screen. You should receive this message:

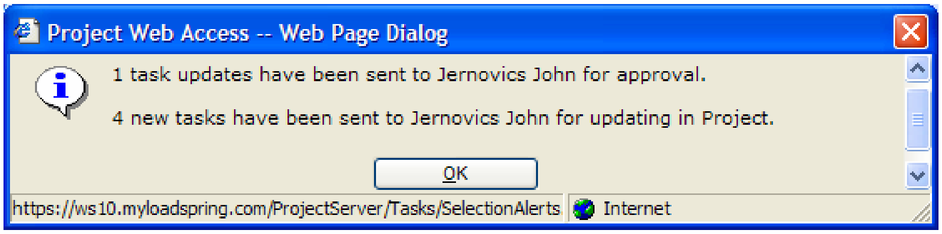


Team members should use (and ***only*** use) the Save Changes button for the save of daily time.

Prior to the bi-monthly submission, Team Members should thoroughly review all the tasks they worked on. Specific attention should be paid to the *Remaining Work* column in the timesheet view. If the team member feels they will need additional time, or less time to complete the task, they should update the *Remaining Work* field appropriately and add a note to the Team Lead regarding the update. The Remaining Work field is based on hours, so addition/deletion of time should be entered in hours. If the team member agrees with the status in the *Remaining Work* field, no further action is required.



For the bi-monthly submission of timesheets, the team member should confirm their time is accurate, and then use either the *"Update all"* or *"Update Selected Rows"* button. The "*Update All*" button should only be used if the team member has entered time for every task appearing in the timesheet. If not, they should highlight those rows that they did work on (using the CTRL+click function on the column next to the Information field for each task) and click the "*Update Selected Rows"* button. You should receive the following message as a result of your selection.



As shown below, a blue check mark in the left column tells you that your task is 100% complete. Repeat this process for all assigned tasks.